

YC Performance Management Staff Review Form

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➤ *Directions: Please click in the grey areas to type.*

Employee Name: _____ Department: _____ Position Title: _____
Period Rated from: _____ To: _____

This form is also used as the **Employee Self Evaluation Form**. Employees are encourage to provide specific examples/comments in appropriate sections throughout the form; they are not expected to provide ratings

Performance Plan

Employee Signature _____ Date _____

(Acknowledgment of receipt; does not necessarily imply agreement)

Supervisor Name/Title: _____ Signature/Date: _____

Mid-Year Review

Employee Signature _____ Date _____

(Acknowledgment of receipt; does not necessarily imply agreement)

Supervisor Name/Title: _____ Signature/Date: _____

Year-End Review

Employee Signature _____ Date _____

(Acknowledgment of receipt; does not necessarily imply agreement)

Supervisor Name/Title: _____ **Signature/Date:** _____

Next level Name/Title: _____ **Signature/Date:** _____

➤ *Directions: Please click in the space to the right of the numbers and type. Use the tab key to move to another space. The spaces will expand as needed.*

Section I: Essential Job Functions/Duties and Expectations/Standards of Performance

Describe the essential job functions/duties for this position for the review period, including the expectations/standards of performance. Add more lines as required; however, this is not an all-inclusive list of job functions. Few jobs have more than five essential functions.

Rating: E - Exceeds Expectations M - Meets Expectation N - Not Meeting Expectations

Essential Job Functions/Duties and Expectation and Standard of Performance:	Mid-Year Review Comments	Rating	Year-End Review Comments	Rating
1.		<input type="text"/>		<input type="text"/>
2.		<input type="text"/>		<input type="text"/>
3.		<input type="text"/>		<input type="text"/>
4.		<input type="text"/>		<input type="text"/>
5.		<input type="text"/>		<input type="text"/>

Section II: Yavapai College Organizational Competencies/Behaviors for Success

Competencies that all staff employees need in order to successfully carry out their job responsibilities. In the comments section, note the particular behaviors where the employee has excelled, could further develop, and/or needs significant improvement.

Rating: E - Exceeds Expectations M - Meets Expectation N - Not Meeting Expectations

Service Excellence:	Mid-Year Review Comments	<input type="text"/> Rating	Year-End Review Comments	<input type="text"/> Rating
1. Responds to requests by identifying issues, making use of appropriate resources, and initiating effective response in a timely and thorough manner.				

<ul style="list-style-type: none"> 2. Actively listens and probes for pertinent information; shows initiative, anticipates needs and takes appropriate proactive action. 3. Is approachable and accessible; engages in all interactions in a courteous, empathetic, and professional manner; deals effectively with emotional behavior. 4. Works within the system to accomplish things quickly; challenges the status quo in a constructive way. 5. Demonstrates an understanding of the interdependence of College departments by practicing work habits that enable and support the productivity of others. 				
Interaction with Others:	Mid-Year Review Comments	<input style="width: 40px; height: 40px; border: 2px solid red;" type="text"/> Rating	Year-End Review Comments	<input style="width: 40px; height: 40px; border: 2px solid red;" type="text"/> Rating
<ul style="list-style-type: none"> 1. Interacts in a clear and logical manner verbally and in written correspondence 2. Listens carefully and seeks clarification to ensure understanding; gives candid and helpful feedback to others; is tactful, honest, and respectful in communications. 3. Demonstrates willingness to work with and assist others; shares information and resources with others to promote positive and collaborative work relationships. 4. Shows respect for others through good manners, courteous behavior and an openness to individual differences. 5. Deals directly, discretely and maturely with conflict and effectively manages own emotions. 				
Job Specific Functional/Technical Skills:	Mid-Year Review Comments	<input style="width: 40px; height: 40px; border: 2px solid red;" type="text"/>	Year-End Review Comments	<input style="width: 40px; height: 40px; border: 2px solid red;" type="text"/>

		Rating		Rating
<ol style="list-style-type: none"> 1. Possesses and applies the functional and technical knowledge and skills to do the job at an acceptable level of accomplishment, including volume and quality of work. 2. Understands the expectations of the job and remains current regarding new developments in areas of responsibility; seeks opportunities for learning, developing and using new skills. 3. Performs responsibilities in accordance with applicable laws, policies and procedures and in a safe manner 4. Shares expertise and supports others in learning and skill building; acts as a resource person upon whom others rely for assistance. 5. Uses available equipment and technology safely, efficiently and effectively. 				
Continuous Improvement:	Mid-Year Review Comments	<input type="text"/>	Year-End Review Comments	<input type="text"/>
		Rating		Rating
<ol style="list-style-type: none"> 1. Suggests effective ways to improve performance and be more efficient. 2. Seeks out, accepts, and acts on performance feedback. 3. Demonstrates flexibility in job function, role or responsibility and methods of work completion. 4. Anticipates changes in the job and takes advantage of learning opportunities. 				

5. Remains positive when changes are made to procedures, routine, environment and/or priorities, and demonstrates this by cooperating and adhering to the changes.				
Ethical Behavior:	Mid-Year Review Comments	<input type="checkbox"/> Rating	Year-End Review Comments	<input type="checkbox"/> Rating
<ol style="list-style-type: none"> 1. Exercises appropriate confidentiality in all aspects of work. 2. Demonstrates accountability in all work responsibilities, including meeting work schedule, attendance and punctuality expectations. 3. Exercises ethical decision making in use of College resources, including time and money. 4. Presents even difficult information with integrity and in an appropriate, helpful and timely manner. 5. Admits to, accepts responsibility for and takes corrective action on errors/ mistakes; learns from the experience. 				

Managerial/Supervisory Competencies (Employees who Supervise Others):

	Mid-Year Review Comments	<input type="checkbox"/> Rating	Year-End Review Comments	<input type="checkbox"/> Rating
<ol style="list-style-type: none"> 1. Provides adequate direction, including developing and articulating the value of strategic plans and goals; ensures internal control activities are established and clearly communicates expectations. 2. Establishes and clearly communicates realistic performance expectations; manages employee performance throughout the year and provides frequent feedback; conducts 				

<p>effective and timely performance evaluations.</p> <p>3. Motivates employees to strive for service excellence; delegates appropriate responsibility; empowers others to make decisions and suggests changes to improve service and outcomes.</p> <p>4. Develops a diverse workforce and promotes an inclusive, harassment free environment; encourages teamwork and group achievement; addresses and brings conflict to a constructive conclusion.</p> <p>5. Encourages and helps others to determine and develop the skills necessary for current and future jobs.</p>		
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Section III: Goals

Goals may reflect any of the following: 1) essential job function performance to be enhanced; 2) competencies/behaviors to be further developed; 3) specific areas in which performance improvement is required; 4) projects that support institution or departmental goals; or 5) professional development goals. Add more lines as required; however, most employees will not have more than 3-5 stated goals. While not required, we encourage all employees to have at least one goal in this section.

Rating: E - Exceeds Expectations M - Meets Expectation N - Not Meeting Expectations

Goals:	Mid-Year Review Comments	Rating	Year-End Review Comments	Rating
1.		<input style="width: 100%; height: 30px; border: 1px solid #a00; background-color: #d9e1f2;" type="text"/>		<input style="width: 100%; height: 30px; border: 1px solid #a00; background-color: #f2f2f2;" type="text"/>
2.		<input style="width: 100%; height: 30px; border: 1px solid #a00; background-color: #d9e1f2;" type="text"/>		<input style="width: 100%; height: 30px; border: 1px solid #a00; background-color: #f2f2f2;" type="text"/>
3.		<input style="width: 100%; height: 30px; border: 1px solid #a00; background-color: #d9e1f2;" type="text"/>		<input style="width: 100%; height: 30px; border: 1px solid #a00; background-color: #f2f2f2;" type="text"/>

4.		<input type="checkbox"/>		<input type="checkbox"/>
5.		<input type="checkbox"/>		<input type="checkbox"/>

Overall Employee Performance

➤ **Directions:** Double-Click in the appropriate check box and click "Checked"

Considering information from all sections of the review as well as from the employee self-evaluation (as applicable), select the best description of the employee's performance during this review period.

Exceeds Expectations: Consistently performs at a level exceeding expectations for most job functions, including taking on responsibilities outside of basic job expectations and excelling at them AND consistently exceeds behaviors necessary for success and acts as a role model for others AND participates in setting challenging goals and often exceeds expected outcomes; may also include those who have successfully completed unusually demanding special projects in addition to performing their regular duties.

Meets Expectation: Consistently demonstrates competence in performing job functions and exhibiting behaviors for success and may at times exceeds expectations AND/OR continues to learn and grow in job, looking for new and more effective approaches and methods to enhance performance.

Not Meeting Expectations: May achieve some goals and meets expectations for some job functions, but fails to meet expectations for critical goals and job standards which make job performance unacceptable AND/OR demonstrates some behaviors necessary for success, but may need significant improvements in others. A Performance Improvement Plan designed to help facilitate immediate and sustained improvement is required if not currently in place.

Employee Comments (optional)

Comments might include comments regarding barriers to good performance, recommendations for the organization, and career aspirations.

Mid-Year: Click in the [box] below to add your comments.

[Comments]

Year-End: Click in the [box] below to add your comments.

[Comments]

Additional Comments

Mid-Year Supervisor

Year-End Supervisor

Mid-Year Employee

Year-End Employee